



DEPUTY PUBLIC WORKS MANAGER - ENGINEERING

Purpose:

To actively support and uphold the City's stated mission and values. To manage, direct and coordinate the activities of the Engineering Division of the Public Works Department including design services, private development, construction and real estate; to coordinate engineering activities with other divisions and departments; and to provide highly complex staff assistance to the Public Works Manager.

Supervision Received and Exercised:

Receives general direction from the Public Works Manager.

Exercises direct supervision over subordinate professional, technical and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Facilitate the provision of the highest level of quality customer service possible for Division customers. Ensure that customers are provided the Division's services in the most courteous and friendly manner possible.
- Respond to and resolve difficult and sensitive inquiries, complaints and requests for services from citizens in an open and creative manner. Communicate and provide information to the public through correspondence, interviews and telephone calls.
- Plan, develop, implement and manage the Division's goals, objectives and work plans; assign work activities, projects and programs; monitor work flows; with the input of divisional staff, review and evaluate work products, methods and procedures.
- Coordinate Division activities with those of citizens, other departments, outside agencies and neighborhood organizations.

Effective November 1988

Revised December 1991

Revised / Renamed September 2000

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Deputy Public Works Manager – Engineering (continued)

- Provide staff assistance to the Public Works Manager, City Manager and City Council; prepare and present staff reports, recommendations and technical reports related to engineering matters; advise the City Council, the Planning & Zoning Commission and other commissions, committees and boards ,on engineering related matters. Prepare complex and sensitive reports for State and Federal regulatory agencies.
- Manage the development and administration of the Division budget; direct the forecast of funds, staffing needs, revenues, equipment, materials and supplies; monitor and approve expenditures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; counsel employees to help correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures; implement discipline and termination procedures. Ensure that the Engineering Division staff contributes to the City's mission and values.
- Recommend goals and objectives; assist in the development of policies and procedures and priorities related to the Engineering Division.
- Manage, evaluate and coordinate the functions and activities of the Engineering Division including capital improvement projects, design, mapping, field survey, private development and real estate.
- Direct the installation of all public improvements in subdivisions and developments. Prepare and implement long range planning for public works systems and improvements; prepare public works conditions to be placed on new and redeveloped parcels.
- Review and approve plans and specifications, designs, environmental documents, reports and studies; review and sign tract maps, parcel maps and lot line adjustments.
- Perform statutory duties of City Engineer as prescribed by State law and the Municipal Code; enforce and administer Floodplain program. Act as Public Works Manager as required.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

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Experience:

Seven years of increasingly responsible professional civil engineering experience including two years of supervisory and administrative responsibility.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering or a related field.

Licenses/Certifications:

Possession of a Certificate of Registration as a professional civil engineer in the State of Arizona.

This position is unclassified and pursuant to the City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 6000

Salary Range: 157

FLSA: Exempt